Department: Human Resources	Effective Date: 8/13/21	Procedure Number: 8201
Regulation Number: **1302.90(b)(1-5)** **9 CSR 30-62.102**	**Regulation Topic:** **Criminal Background Check**	**Procedure Title:** **Criminal Background Check** **RAP back program**

Procedure:

Direct service providers must have a written criminal background check policy and procedure that includes a system to update all required criminal background checks for each employee every five years. The required criminal background checks are:

- State fingerprints
- FBI fingerprints
- Child abuse and neglect screening
- Sex offender registry check

If direct service providers participate in the RAP back program, not all subsequent criminal background checks are required; however, all below elements must be met:

- The signed agreement with the Missouri State Highway Patrol must be provided to the MARC Head Start Quality Assurance Coordinator or Organizational Development Manager for review.
- Any fingerprints the direct service provider submits through their own vendor after the RAP back agreement was signed will be considered the RAP back qualifying fingerprints.
- Any fingerprints submitted for Missouri Child Care licensing with the MO Children's Division are not considered part of the RAP back program and those results will not be considered the RAP back qualifying fingerprints.
- The direct service provider must validate and keep subscriptions up to date per the requirements of the Missouri Automated Criminal History Site (MACHS) for each individual employee to ensure continuous reporting of results.
- The RAP back program will include state fingerprints, FBI fingerprints and sex offender registry checks. *Child abuse and neglect screening is not included and can be completed by running a new Family Care Safety Registry (FCSR)*.